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ADE BRANCH MEMORANDUM NO. 508.33
Supplement No. 4

To: All ADE Field Activities Stations
From: R. W. Morgan, Administrative Officer
Subject: Financial Reporting Procedure

I PURPOSE

The purpose of this supplement is to discuss with you the matter of reporting fee-testing costs and to attempt to eliminate certain problems, which have arisen concerning the reporting of such costs, which have made it difficult to reconcile your reports (ADE Form 8-9) with official allotment ledgers.

II GENERAL

In attempting to reconcile station reports with allotment ledgers, there have been many discrepancies between the amounts reported and the amounts entered on the ledgers. This no doubt results from the fact that fee-testing payrolls are not processed until two or three weeks following the close of the pay period in many states.

III REQUESTED ACTION

You are requested to report on Form ADE-9, for each pay period, the total amount of the fee-testing payrolls which were processed, and forwarded to the regional business office for payment during that pay period, regardless of the pay period or periods covered by the payroll submitted. You should, of course, continue to report the unpayrolled obligation for fee-testing services in accordance with instructions contained in Paragraph III, C, of ADE Branch Memorandum No. 508.27, dated April 1, 1955. It is essential that the total amount entered on the ledger sheets through a given date be the same, except for the difference required by the time lag, as the total reported on your Form ADE-9 through that same date.

Your cooperation in reporting fee-testing costs for the fiscal year 1957 in this manner will be appreciated.

R.W. Morgan

